

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

Amended: Residency Requirement

ANNOUNCEMENT NO:	CFSA-08-L087	POSITION:	ASSOCIATE DEPUTY DIRECTOR FOR COMMUNITY PROGRAMS, MS-301-15
OPENING DATE:	07/01/08	CLOSING DATE:	Open Until Filled
IF "OPEN UNTIL FILLED"	07/14/08	SALARY RANGE:	\$98,285 - \$137,599
FIRST SCREENING DATE:		TOUR OF DUTY:	8:15 A.M. TO 4:45 P.M. Monday – Friday
WORK SITE:	WASHINGTON, D.C.	AREA OF CONSIDERATION:	UNLIMITED
PROMOTION POTENTIAL:	NONE	NO. OF VACANCIES:	1

AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Program Operations (ODDPO)

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY REQUIREMENT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for program areas in the Collaboratives Liaison Office, Congregate Care Services, and Contracted Child Placement Services. Provides leadership and oversight of private agency partners.

- Oversees, supervises, directs, plans, and monitors community-based prevention services and foster care services provided by private agency partners. Coordinates the delivery of quality, family-centered, and culturally appropriate services that are closely linked to community and neighborhood-based supports.
- Works closely with Executive Leadership, Senior Management and Management Teams, and other key stakeholders to develop and implement any necessary changes to support and strengthen services provided through private agency partners.
- Monitors contracted providers which are under the purview of Community Programs to ensure that they effectively deliver services which are in compliance with their respective contracts.
- Works with private agency partners to implement the Agency Practice Model; provides technical assistance to aid in private agency practice improvement.
- Leads development of Service Level Agreements for Community Services; determines appropriate levels of services to be procured on an ongoing basis; works closely with the Contracts and Procurement Officer to ensure timely development of contracts and procurements.
- Confers with the Deputy Director and the Executive Leadership Team to ensure coordination of key Community Services activities with other Agency functions.
- Participates as a member of the Executive Policy Team; identifies priorities for policy development, recommends policy revisions, and provides expert input to policy development process.
- Analyzes current structure and strategy for the core clinical case management services and organizational realignment; recommends changes to the Deputy Director and implements approved changes which best support the organizational vision and the desired outcomes.
- Conducts special projects and troubleshoots unusual/novel issues, cross-functional issues or issues with city-wide impact relating to services provided by private agency partners.

- Participates actively in agency-wide strategic planning and decision-making. Develops and proposes major new strategies and programs which are designed to improve services provided private agencies and outcomes achieved by the Agency.
- Monitors Community Services functions for accountability at all levels of front line operations for high standards of service quality and outcome performance. Develops and implements strategies to support team-building and effective service delivery among Community Services staff.
- Facilitates strong and consistent communication of information which supports the Agency's mission to private agency partners.
- Oversees a 24-hour operation, and is available for on-call duties as needed.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- A Master's Degree in Social Work for a program accredited by the Council of Social Work Education; Extensive demonstrated work experience in the field.
- A current D.C. Licensed Independent Clinical Social Worker (LICSW) or eligible for immediate licensure.
- 7-10 years Supervisory Experience within the field of Social Work required
- Highly desired experience with privatization in child welfare
- Requires a valid driver's license

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

1. Previous experience working with private sector partners to deliver child welfare services; comprehensive understanding of the delivery of community-based child welfare services.
2. Comprehensive understanding of local resources and knowledge of best practices in social work nationwide.
3. Comprehensive knowledge of structure, functions, mission and objectives related to licensing social work and program operations of CFSA or other child welfare agencies, to perform and plan work consistent with established ODDOP goals and objectives.
4. Thorough knowledge of CFSA or other child welfare agency policies and procedures; Federal and District legislation and regulations that govern and affect child welfare resources and placement services and programs.
5. Thorough knowledge of child welfare programs and the interrelationships among such programs to perform analysis in an agency setting by developing and evaluating the effectiveness of new or modified program objectives and operations.
6. Thorough knowledge of current management concepts and best practices to effectively oversee and direct program operations in concert with child welfare agency goals and objectives.
7. Familiar with practice improvement and technical assistance strategies.
8. Superior oral and written communication skills; effective interpersonal communication skills.
9. Proficient in Microsoft Office.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES ADMINISTRATION

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

<u>TO APPLY:</u>	<u>MAIL TO:</u>	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
	<u>FAX TO:</u>	(202) 727-5750	<u>WEBSITE:</u>	www.cfsa.dc.gov
	<u>EMAIL TO:</u>	cfsa.jobs@dc.gov	<u>TELEPHONE:</u>	(202) 724-7373